

Safety

BOARD TO ADOPT

The Board shall adopt a plan for immediate and long-term strategies to address school safety and discipline, which shall be reviewed annually and revised, as needed. This plan shall utilize information gathered from the District assessment of school safety and student discipline required by law and shall include the Board's code of acceptable behavior and discipline and a description of instructional placement options for threatening or violent students. The committee that develops the plan for Board consideration shall include at least one (1) representative from each school in the District, as well as representatives from the community as required by law.

SCHOOL EMERGENCY PLANNING

The school council or, if none exists, the Principal shall adopt an emergency plan for the school that shall include procedures to be followed in cases of fire, severe weather, earthquake or a building lockdown as defined in KRS 158.164. A copy of the emergency plan, including a diagram of the facilities shall be given to first responders, including local fire, police, and emergency medical personnel.

Following the end of each school year, the school council, or if none exists, the Principal, and first responders shall review the emergency plan and revise it as needed.

The school emergency plan shall address staff responsibilities for safely evacuating students needing special assistance during safety drills and actual emergency situations, including students with disabilities and those with 504 plans. The Principal shall discuss the emergency plan with all school staff prior to the first instructional day annually and shall document the date and time.

Whenever possible, first responders shall be invited to observe emergency response drills.

In addition, the school council or, if none exists, the Principal shall:

1. Establish and post primary and secondary evacuation routes in each room by any doorway used for evacuation;
2. Identify severe weather safe zones and post the location of the safe zones in each room. These safe zones are to be reviewed by the local fire marshal or fire chief;
3. Develop school procedures to follow during an earthquake; and
4. Develop and adhere to practices to control access to the school.

No later than November 1 of each school year, the Superintendent shall send verification to the Kentucky Department of Education that all schools are in compliance with school emergency planning requirements.

PRECAUTIONS

Precautions will be taken for the safety of the students, employees, and visitors.

DEFIBRILLATORS

The District may maintain an automatic external defibrillator (AED) in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with guidelines established by the Superintendent/designee. Expected users documented as having completed required training shall be authorized to use a defibrillator.

Safety**DEFIBRILLATORS (CONTINUED)**

The District shall notify the local emergency medical services system and the local emergency communications or vehicle dispatch center of the existence, location, and type of each AED.

Defibrillators shall be maintained and tested in accordance with operational guidelines of the manufacturer and monitored as directed by the Superintendent/designee. Defibrillators shall be kept on school property and will not accompany EMS personnel to a hospital emergency room.

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REPORTING HAZARDS

Each employee observing a potential safety or security hazard shall report such hazard in writing to his/her immediate supervisor who shall cause the situation to be remedied or reported to the proper authority for remedy.

COMMUNICATION SYSTEM

The Board shall establish a process for a two-way communication system for employees to notify the Principal, supervisor or other administrator of an existing emergency. The process may include, but is not limited to, use of intercoms, telephones, and two-way radios.

REFERENCES:

KRS 158.162
KRS 158.148; KRS 158.445; KRS 160.290; KRS 160.445
KRS 311.667; KRS 411.148

RELATED POLICIES:

03.14; 03.24; 05.2; 05.21; 05.41; 05.411; 05.42; 05.45; 05.47
09.22; 09.221; 09.4 (entire section)

Use of Automatic External Defibrillators (AED)

DEFINITION

An automated external defibrillator (AED) is a device used to treat victims who experience sudden cardiac arrest (SCA). It is to be applied only to individuals who are unconscious, not breathing normally and showing no signs of circulation, such as normal breathing, coughing or movement.

LOCATION OF AEDS

An AED shall be readily accessible, as determined by the Principal/Site Supervisor, for all medical emergencies.

The location of each AED shall be kept on file in the Central Office and the administrative office of each school.

AED STAFF

The local Emergency Medical Technician (EMT) shall be responsible for:

- Providing medical direction for use of an AED;
- Reviewing and approving guidelines for emergency procedures related to use of and AED;
- Coordination of training for Emergency Responders/expected AED users as recommended by the Superintendent/designee;
- Evaluation of post-event review forms and digital files downloaded from AED;
- Oversight of equipment and accessory maintenance;
- Monitoring effectiveness of this system; and
- Communication with Superintendent/designee on issues related to the medical emergency response program.

AED TRAINING

To be authorized as an Emergency Responder or an "expected user," employees must complete the required AED training, records of which shall be maintained in the Central Office. Training shall be renewed at least every two (2) school years.

EQUIPMENT MAINTENANCE

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements shall include:

- Inspections of each AED shall be performed after each use and on a scheduled basis as directed by the Superintendent/designee.
- On inspection, if the AED is designated as out-of-service or does not have the appropriate equipment, the designated inspector shall notify the Superintendent/designee and each Principal/site supervisor immediately. The same individuals shall be notified when equipment is returned to service.

Use of Automatic External Defibrillators (AED)**EQUIPMENT MAINTENANCE (CONTINUED)**

- The Superintendent/designee shall be responsible for informing Emergency Responders and expected AED users of changes to availability of emergency medical equipment.
- The Superintendent/designee shall be responsible for assuring that regular equipment maintenance is performed. This shall include confirming that all appropriate parts (battery, mask, case, emergency pack) are stored with the AED and that each AED has undergone a self-diagnostic test. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.
- Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to universal precautionary procedures (per 03.14 AP.1).
- Detailed systems check will be conducted regularly that includes checking:
 - AED battery life
 - AED operation and supplies
 - Emergency kit supplies

DOCUMENTATION OF AED USE

The AED Reporting Form shall be completed post event by the Emergency Responder/expected user and submitted to Superintendent/designee, who shall review the information for compliance with this procedure.

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SCHOOL FACILITIES

AED Training Forms

TRAINING ACKNOWLEDGMENT FORM

NAME OF EMPLOYEE:

DATE OF TRAINING:

Having completed the required AED training, I hereby confirm that I have read and understand the policies and procedures for the use of Automatic External Defibrillators (AEDs) for the District.

Should I have questions at any time while serving as an Emergency Responder/Expected AED User, I shall contact the designated AED contact for clarification. I agree to follow the terms and guidelines set forth in policy and procedures for this District.

Emergency Responder/Expected AED User's Signature

Date

Superintendent/Designee's Signature

Date

[illegible]

SCHOOL FACILITIES

AED Incident Report**Submit this form to Superintendent/designee within forty-eight (48) hours of AED treatment.****EMERGENCY RESPONDER:** _____**LOCATION OF AED USE:** _____**PATIENT NAME:** _____**DATE OF INCIDENT:** _____☐ Staff Member☐ Student☐ Parent/Visitor**Condition of patient upon arrival (check all that apply)**☐ unconscious☐ not breathing☐ no pulse and/or shows signs of circulation such as normal breathing, coughing or movement**NUMBER OF DEFIBRILLATIONS:** _____**Please describe the incident from the beginning of the emergency until its conclusion:**

Were efforts terminated? ☐ Yes ☐ No If yes, please explain why the efforts were terminated.

Signature of Emergency Responder _____**Date** _____

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